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NOTIFICATION

No. B. 13017/34/2010-UD&PA, **the 10th August**, **2015**. In exercise of the powers conferred by section 5(1) of 'The Mizoram Municipality (Disclosure of assets and furnishing of other information) Act, 2012, (Act No. 8 of 2012) the Governor of Mizoram is pleased to make the following Rules, namely, 'The Mizoram Municipality (Disclosure of assets and furnishing of other information) Rules, 2015.

Dr. C. Vanlalramsanga, Secretary to the Govt. of Mizoram, Urban Development & Poverty Alleviation Deptt.

NOTIFICATION

In exercise of the powers conferred by Section 5 (1) of The Mizoram Municipality (Disclosure of assets and furnishing of other information) Act, 2012, (Act No 8 of 2012), the Governor of Mizoram is pleased to make the following Rules, namely:

CHAPTER I PRELIMINARY

- 1. Short title, extent :
- (1) These Rules may be called 'The Mizoram Municipality (Disclosure of assets and furnishing of other information) Rules, 2015.
- (2) It shall have like extent as the Act.
- (3) It shall come into force from the date of publication in the Official Gazette.

2.

DEFINITIONS

In these rules, except where the context otherwise requires:

- (a) 'Act' means the The Mizoram Municipality (Disclosure of Assets and Furnishing of other information) Act, 2012.
- (b) 'Assets' means all moveable and immoveable assets/ properties of a municipality.
- (c) 'Form' means form appended to these Rules.
- (d) 'Municipality' means an institution of self government constituted under Article 243-Q of the Constitution of India.
- (e) 'Major works' may include those activities taken up by a Municipality relating to civil works, construction, repair and maintenance.
- (f) 'Schedule' means schedule of the Act.
- (g) Words and expressions used but not defined in these Rules shall have the meanings respectively assigned to them in the Act.

CHAPTER II

- 3. MAINTENANCE OF RECORDS OF ASSETS AND OTHER INFORMATION OF A MUNICIPALITY SPECIFIED IN SCHEDULE PART 'A' OF THE ACT
 - (1) An Asset Register shall be maintained by a Municipality in FORM I.
 - (2) Value of assets may be taken as the cost of construction / acquisition at the initial stage.
 - (3) The value of fixed asset(s) may annually be depreciated by taking into account the relevant norms of state Public Works Department or other relevant government departments or agencies.
 - (4) Statements of the boards/councils shall be maintained in FORM II.
 - (5) A directory of Officers and staff of a Municipality shall be maintained and published in FORM III.
 - (6) Particulars of Officers who grant concession, permits or authorization for each activity shall be maintained in FORM IV.

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CHAPTER III

- 4. MAINTENANCE OF ACCOUNTS AND OTHER FINANCIAL INFORMATION AS SPECIFIED IN SCHEDULE PART 'B' OF THE ACT
 - (1) Audited financial statements shall be maintained by a Municipality in FORM V.
 - (2) Service levels provided for each of the services undertaken by a Municipality shall be maintained in FORM VI.
 - (3) Particulars of all plans, proposed expenditures, actual expenditures on major services provided or activities performed and reports on disbursements made shall be maintained in FORM VII.
 - (4) Details of subsidy programmes on major services provided or activities performed by the municipality, and details of such programmes shall be maintained in FORM VIII.
 - (5) Particulars of the Master Plan, City Development Plan or any other plan concerning the development of the municipal areas shall be maintained in FORM IX.
 - (6) Details of major works, including value of works, time of completion and details of contract shall be maintained in FORM X.
 - (7) Details of Municipal funds including income and expenditure generated in the previous year from taxes, duties, cess and surcharge, rent from properties, fees from licenses and permission, grants released by the State government and money raised through donation or contributions from the public or non-governmental agencies shall be maintained in FORM XI.
 - (8) The annual budget allocated to each ward shall be maintained in FORM XII.
- 5. DISCLOSURE OF ASSETS AND OTHER INFORMATION
 - (1) The details of information contained in Forms I -XII shall be displayed at the following places:
 - (i) Official website of a Municipality,
 - (ii) Notice board of a Municipality,
 - (iii) Notice boards of Ward Offices.
 - (2) A Municipality may make a public notice of disclosure of the information through local newspapers in Mizo and English and other forms of media as may be deemed necessary as prescribed in FROM XIII.

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FORM - I
Assets of the Municipality as on the 31st of March _____

[See Rule 3(1)]

	Name, description		Location	Year of	Approximate value of	Approximate	Remarks
No.	of immovable	of asset		construction/	asset(s) at the time of	Present Value	
	asset			Acquisition	acquisition/construction		
1	2	3	4	5	6	7	8
							_

FORM - II
STATEMENTS OF BOARDS/COUNCILS/COMMITTEES as on the 31st of March ______
[See Rule 3(4)]

SI.	Name of Boards/	Composition of	Whether accessible to the	Whether minutes of meetings are	Remarks
No.	Committees	Boards/Committees	public or not	accessible to the public or not	
			(Yes/No)	(Yes/No)	
1	2	3	4	5	6
-					
-					
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FORM - III
DIRECTORY OF OFFICERS & EMPLOYEES as on the 31st of March _____
[See Rule 3(5)]

SI. No.	Name of Officer/ Employee	Designation	Scale of Pay	Telephone/ Mobile	Email	Date of appointment to the present grade
1	2	3	4	5	6	7
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FORM - IV
PARTICULARS OF OFFICERS FOR GRANTING CONCESSIONS/PERMITS FOR THE YEAR _____
[See Rule 3(6)]

SI. No.	Name of authorized officer for granting concession/ permit/authorization	Particulars of the works/activity of which the Official is entrusted
1	2	3

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FORM - V(a) BALANCE SHEET as on the 31st of March _____ [See Rule 4(1)]

Particulars	Schedule No.	Amount	Amount	Amount
SOURCES OF FUNDS				
Reserves and Surplus				
Grants, Contribution for Specific Purpose				
Loans				
Total of Sources of Funds				
APPLICATION OF FUND	OS			
Investments				
Current Assets, Loans & Advances				
Current Liabilities and Provisions				
Working Capital (Current Assets Cess Current liabilities i.e. A-B)				
Capital Deficit				
Total of Application of Funds				

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FORM - VI SERVICE LEVELS/ACTIVITIES PROVIDED FOR THE YEAR _____ [See Rule 4(2)]

SI. No.	Name of Service/Activity	Service Level Indicator	Target Level	Actual Service Level Provided	Remarks
1	2	3	4	5	6

FORM - VII PARTICULARS OF PLANS, PROPOSED & ACTUAL EXPENDITURES ON MAJOR SERVICES as on the 31st of March_____ [See Rule 4(3)]

SI. No.	Name of the Plan/ Scheme	Budget estimate for the year	Expenditure during the year	Service provided/activities performed under the scheme	Remarks
1	2	3	4	5	6
-					
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FORM - VIII DETAILS OF SUBSIDY PROGRAMMES FOR THE YEAR ______ [See Rule 4(4)]

SI. No.	Name of the scheme/ programme	Name of Subsidy	Subsidy per beneficiary	Number of beneficiaries during the year	Total Subsidy Provided	Manner & criteria of identification of beneficiary	Remarks
1	2	3	4	5	6	7	8
		-		-	-		-
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FORM - IX PARTICULARS OF MASTER PLAN/CITY DEVELOPMENT PLAN as on the 31st of March_____

[See Rule 4(5)]

SI. No.	Details of the Master Plan/ City Development Plan	Area Covered (square km)	Year of preparation of Plan	Year of completion (validity of Plan)	Remarks
1	2	3	4	5	6

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FORM - X MAJOR WORKS UNDERTAKEN DURING THE YEAR _____ [See Rule 4(6)]

SI. No.	Name of work/ project	Particulars of works (whether construction/repair/ maintenance)	Value of work (estimated cost)	Source of Fund	Estimated time of completion	Details of contract	Remarks
1	2	3	4	5	6	7	8
-							
-							
							
							

FORM - XI DETAILS OF MUNICIPAL FUNDS INCOME GENERATED FOR THE YEAR _____ [See Rule 4(7)]

SI. No.	Source of Fund/ Revenue	Estimated Amount	Target	Amount Received/ Collected during the year	Remarks
1	2	3	4	5	6
-					

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FORM - XII WARD-WISE BUDGET FOR THE YEAR _____ [See Rule 4(8)]

SI. No.	Ward wise budget for the year	Budget allocated for the year	Remarks
1	2	3	4
-			

FORM - XIII PUBLIC NOTICE OF DISCLOSURE OF ASSETS AND OTHER INFORMATION [See Rule 5(2)]

under S	I/Board Section 3	reby brought to the notice of the public that the makes disclosure of assets and other information for the year of the Mizoram Municipality (Disclosure of assets and furnishing of d persons may access the information at the following places:	as required
	(1) (2) (3)	Official website of Municipal Corporation/Council/Board. Notice Board of Municipal Corporation/Council. Ward Office of Local Council.	
Place : Date :			
			Secretary Corporation/Board